

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 42 Subcontract Administration

Subject: 42.3 Acknowledgments

PURPOSE:	This standard practice (SP) sets forth the requirement for obtaining a written acknowledgment for a subcontract.
POLICY:	An acknowledgment is required for all subcontracts exceeding the small purchase threshold. At the discretion of the procurement specialist, an acknowledgment may be required for a small purchase. (See SP 13.1, Small Purchases, for guidelines.)
SCOPE:	This SP applies to subcontracts exceeding the small purchase threshold, modifications to subcontracts that cause a subcontract to exceed the small purchase threshold, and modifications to small purchases that are issued in writing.
DEFINITION:	
Acknowledgment	An acknowledgment is the confirming copy of a written subcontract that is executed by an authorized representative of the subcontractor. It confirms the subcontractor's acceptance of the Laboratory's terms and conditions and the subcontractor's commitment to perform the requirements of the subcontract.
PROCEDURES:	
Examination for Exceptions to Terms and Conditions	Upon receipt, the acknowledgment must be examined for any exceptions taken to the terms and conditions of the subcontract. Exceptions are more likely to be found when the subcontractor acknowledges on its own form, rather than on the subcontract. See SP 52.1, Exceptions to Terms and Conditions, for procedures pertaining to resolution of exceptions to Laboratory terms and conditions.
Follow-up	Follow up with the subcontractor, by telephone or in writing, until the acknowledgment is received or acceptance is indicated by the complete or partial performance of the subcontract.
Documentation	The signed acknowledgment is retained in the subcontract file.
RESPONSIBILITIES:	
Procurement Specialist	<p>The procurement specialist will ensure that:</p> <ul style="list-style-type: none">• An acknowledgment is obtained, as required, for subcontracts and modifications;• Exceptions to Laboratory terms and conditions are resolved; and• The signed acknowledgment is retained in the subcontract file.